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## SUBMITTAL REQUIREMENTS MODIFICATION

City of Renton Planning Division  
1055 South Grady Way-Renton, WA 98057  
Phone: 425-430-7200 Fax: 425-430-7231

**PURPOSE:** A modification is a means by which an applicant may request to modify a Code requirement when there are practical difficulties involved in carrying *any* of the provisions of the City Center Sign Regulations when a special individual reason makes the strict letter of the Code impractical.

**FREE CONSULTATION MEETING:** Prior to submitting an application, the applicant should informally discuss the proposed development with the Planning Division. The Planning Division will provide assistance and detailed information on the City's requirements and standards. Applicants may also take this opportunity to request the waiver of the City's typical application submittal requirements, which may not be applicable to the specific proposal. For further information on this meeting, see the instruction sheet entitled "Submittal Requirements: Pre-Application."

**COMPLETE APPLICATION REQUIRED:** In order to accept your application, each of the numbered items must be submitted at the **same time**. If you have received a prior written waiver of a submittal item(s) during a pre-application meeting, please provide the waiver form in lieu of any submittal item not provided. **All plans and attachments must be folded to a size not exceeding 8½ by 11 inches.**

**APPLICATION SCREENING:** *Applicants are encouraged to bring in one copy of the application package for informal review by staff, prior to making the requested number of copies, colored drawings, or photo reductions. Please allow approximately 45 minutes for application screening.*

**APPLICATION SUBMITTAL HOURS:** Applications should be submitted to Development Services staff at the 6th floor counter of Renton City Hall, 1055 South Grady Way, between 8:00 A.M. and 4:00 P.M. Monday through Friday. Please call your assigned project manager to schedule an appointment or call (425) 430-7200 extension 4 to reach the Planning Division. Due to the screening time required, applications delivered by messenger cannot be accepted.

**All Plans and Attachments must be folded 8 ½" by 11"**

### APPLICATION MATERIALS:

1. ☐ **Pre-Application Meeting Summary:** If the application was reviewed at a "pre-application meeting", please provide **5 copies** of the written summary provided to you.

2. ☐ **Waiver Form:** If you received a waiver form during or after a “pre-application meeting”, please provide **5 copies** of this form.
3. ☐ **Land Use Permit Master Application Form:** Please provide the original plus **4 copies** of the **COMPLETED** City of Renton Planning Division’s Master Application form. Application must have notarized signatures of **ALL** current property owners listed on the Title Report. If the property owner is a corporation, the authorized representative must attach proof of signing authority on behalf of the corporation. The legal description of the property must be attached to the application form.
4. ☐ **Fees:** Shall be as established in the City’s current Fee Schedule Brochure.
5. ☐ **Project Narrative:** Please provide **5 copies** of a clear and concise description and summary of the proposed project including the specific code sections being modified.
6. ☐ **Justification for the Modification Request:** Please provide **5 copies** of a written justification for the modification request. The Burden of proof as to the appropriateness of the application lies with the applicant. Whenever there are practical difficulties involved in carrying out the provisions of this Title, the Department Administrator may grant modifications for individual cases provided he/she shall first find that a specific reason makes the strict letter of this Code impractical, that the intent and purpose of the governing land use designation of the Comprehensive Plan is met and that the modification is in conformity with the intent and purpose of this Code, and that such modification.

Please submit a written statement addressing and justifying how the modification request complies with each of the following issues to be considered by the Administrator:

- a. Substantially implements the policy direction of the policies and objectives of the Comprehensive Plan Land Use Element and the Community Design Element and the proposed modification is the minimum adjustment necessary to implement these policies and objectives;
  - b. Will meet the objectives and safety, function, appearance, environmental protection and maintainability intended by the Code requirements, based upon sound engineering judgment;
  - c. Will not be injurious to other property(ies) in the vicinity;
  - d. Conforms to the intent and purpose of the Code;
  - e. Can be shown to be justified and required for the use and situation intended; and
  - f. Will not create adverse impacts to other property(ies) in the vicinity.
7. ☐ **Neighborhood Detail Map:** Please provide **5 copies** of a map drawn at a scale of 1" = 100' or 1" = 200' (or other scale approved by the Planning Division) to be used to identify the site location on public notices. The map shall identify the subject site with a much darker perimeter line than surrounding properties and include at least two cross streets in all directions showing the location of the subject site relative to property boundaries of surrounding parcels. The map shall also show: the property's lot lines, surrounding properties' lot lines, north arrow (oriented

to the top of the plan sheet), graphic scale used for the map, and street names for all streets shown. Please ensure all information fits on a single map sheet. Kroll Map Company (206-448-6277) produces maps that may serve this purpose or you may use the King County Assessor's maps as a base for the Neighborhood Detail Map.

8. ☐ **Site Plan:** Please provide **5 copies** of a fully-dimensioned plan sheet drawn at a scale of 1"=20' (or other scale approved by the Planning Division). We prefer the site plan be drawn on *one* sheet of paper unless the size of the site requires several plan sheets be used. If you are using more than a single plan sheet, please indicate connecting points on each sheet.

The Site Plan should show the following:

- Name of proposed project
- Date, scale, and north arrow (oriented to the top of the paper/plan sheet)
- Drawing of the subject property with all property lines dimensioned and names of adjacent streets
- For projecting signs, location of all existing public improvements including, but not limited to, curbs, gutters, sidewalks, median islands, street trees, fire hydrants, utility poles, etc., along the full property frontage
- Location and dimensions of existing (to remain) and proposed:
  - 1. Signs, including setbacks from all lot lines
  - 2. lot lines
- Location and dimensions of all easements referenced in the title report with the recording number and type of easement (e.g. access, sewer, etc.) indicated
- For projects near the Cedar River, ordinary high water mark and distance to closest area of work for any project located within 200-feet of the river.

9. ☐ **Architectural Elevations:** Please provide **5 copies**, for *each* sign face (N,S,E,W), of a 24" x 36" fully-dimensioned architectural elevation plan drawn at a scale of 1/4" = 1' or 1/8" = 1' (or other size or scale approved by the Planning Division). The plans must clearly indicate the following:

- Identify sign elevations by street name (when applicable) and orientation i.e. Burnett Ave. (west) elevation
- Existing and proposed ground elevations
- Existing average grade level underneath proposed structure
- Height of existing and proposed structures showing finished roof top elevations based upon site elevations for proposed structures and any existing/abutting structures
- Sign materials, colors and architectural design

18. ☐ **Plan Reductions:** Please provide **one 8 ½" x 11" legible reduction** of each full size plan sheet (unless waived by your Project Planner). The sheets that are always needed in reduced form are: landscape plans, conceptual utility plans, site plan or plat plan, neighborhood detail map, topography map, tree cutting/land clearing plan, critical areas plans, grading plan, and building elevations. These reductions are used to prepare public notice posters and to provide the public with information about the project. The quality of these reductions must be good enough so that a photocopy of the reduced plan sheet is also legible. The reduced plans are typically sent in PDF format to the print shop and then are printed on opaque white mylar-type paper (aka rhino cover) to ensure legibility. If your reduced plans are not legible once photocopied, you will need to increase the font size or try a different paper type. Illegible reductions cannot be accepted. Please also be sure the reduced Neighborhood Detail Map is legible and will display enough cross streets to easily identify the project location when cropped to fit in a 4" by 6" public notice space. Once the reductions have been made, please also make **one 8 ½" x 11"**

**regular photocopy** of each photographic reduction sheet. Some of the local Renton print shops that should be able to provide you with reductions of your plans are Alliance Printing (425) 793-5474, Apperson Print Resources (425) 251-1850, and PIP Printing (425) 226-9656. Nearby print shops are Digital Reprographics (425) 882-2600 in Bellevue, Litho Design (206) 574-3000 and Reprographics NW/Ford Graphics (206) 624-2040.

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**REVIEW PROCESS:** The Administrator will review your request for modification and issue a written decision within several weeks. A public hearing is not required unless there is an appeal filed.